

**MINUTES
TOWN MEETING
May 4, 2015
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners Clifford Sweeney, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.
Staff present were Sue Cipperly, Town Planner; Cathy Willets, Town Clerk and Dave Haller, Town Manager.

Tardy: Joseph Ritz III with prior notice; arrived 7:45 p.m.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the May 4, 2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the April 20, 2015 Town Meeting were approved as amended.

Commissioner Comments

Commissioner(s) cited recognitions and announcements to include thanks to County Commissioners for passing County Executive Gardner's budget and to town staff for replacing lights in some alleys. There will be an upcoming meeting through the county on heroin and the Town of Emmitsburg was referred to as on the cutting edge in a recent article. Commissioner Ritz will not be able to attend the town meeting on May 18, 2015 due to work.

Mayor's Comments

Mayor Briggs cited recognitions and announcements to include that he traveled to Denver and saw Mt. Saint Mary's rugby team play in the national championship, they are ranked second in the country; congratulations to the coaches, team members and university. He spoke on Power Star and stated Emmitsburg is the first municipality to take this up. It is a \$17,000 investment with an 18% return on money. The Town also has met all the requirements to receive the Banner City Award this year which will be picked up at the MML conference.

Pursuant to the town code the Mayor at this time presented the Board with a draft copy of the FY 2016 budget for their review which will come back at next town meeting.

Administrative Business

- Trail work construction – flagging not in place yet. Commissioner O'Donnell will bring back to Board once completed.
- Free pool access on Community Heritage Day. Unanimous consent.
- Unanimous consent from Board for a free one-day pool pass for students at Emmitsburg Elementary and Mother Seton School who sign a pledge to wear a helmet while riding a scooter, bicycle, skateboard, etc. Board will draft form and contact school.

- Town Planner, Sue Cipperly presented the Board with the annual Planning Commission report as required. This report goes to the State Department of Planning. No action needed by Board.
- Mayor Briggs requested that June be designated Community Heritage month. Board approved unanimously to move forward.
- Barber Shop water bill inquiries – Mr. Haller suggested customers call town office and ask for water department.
- Grants related to renovations on Main Street – residents still can get applications; need to submit two bids.
- Survey that went out with water bill – input came from Dr. Simon.
- Persons interested in joining Green Team – contact Jerry Muir.

Consent Agenda - none

Reports:

Treasurer's Report – Commissioner Blanchard reported on April 2015 cash activity. See detailed report at Exhibit A.

Planning Commission Report - Commissioner Sweeney reported that the planning commission met on April 27, 2015. Meeting items included reorganization of the Board and a motion was made to update the comp plan and send to the Board.

II. Agenda Items

Resolution Directing Planning Commission on Comp Plan Update

Ms. Cipperly stated that on April 27, 2015 at the Planning Commission Meeting she gave the kick off presentation for updating the comp plan. She cited that there is not a magnitude in changes. A little population increase; new waste water treatment plant and new water capacity management plan. The state changed some criteria. The Planning Commission made a motion at their meeting to update the comp plan. There was some discussion about the Board receiving a summary of changes report.

Motion: To direct Planning Commission to move forward with the Comp Plan 2015 Update. Motion made by Commissioner Sweeney second by Commissioner Mellor.

Vote: 5-0 in favor

Trash Collection Bids

Mr. Haller presented the Board with two trash collection bids. Staff recommends going with Republic Services, they are also our current provider. Mr. Timothy Brownell who is a representative of Republic Services and Lori Barker, Ops. Supervisor addressed the Board. Ms. Barker stated she is a resident of the town and on Monday's she drives around to make sure all trash has been picked up. She handed out business cards to the Board members.

Motion: - To accept bid for Republic Services to continue as trash provider for the town. Motion made by Commissioner Blanchard and second by Commissioner Mellor.

Vote: 5-0 in favor

Modification to the B-1 Neighborhood Business District – Presentation by Planning Department

Ms. Cipperly presented that this is a change to the zoning ordinance which are referred to the planning commission for their review and comment and then come back to the Board, but the board can discuss it tonight if there are any questions they want the planning commission to address. The B-1 zoning at the present time only applies to the Vet Hospital and the property to the East which use to be a Bed and Breakfast, but in the future may be

needed in other parts of the town. One thing that was not addressed last time this was worked on is that B-1 should allow for residential use. She referred Board to paragraph D and stated she added the language *Consultant and the like*. She also discussed signage and explained monument signs which can also be called free standing signs and referred to paragraph G.

Motion: - To direct staff to take Ordinance 15-01 entitled Zoning, Uses permitted in the B-1 Neighborhood business district to the Planning Commission for review and comments. Motion made by Commissioner Sweeney and second by Commissioner Blanchard.

Vote: 5-0 in favor

Ordinance 15-02 (commercial district) to amend Title 17 of the Code of Emmitsburg Entitled Zoning

Ms. Cipperly stated this is a buffer provision for where any commercial district is adjacent to a residential zoning district. That a buffer zone will be provided; 6ft tall solid fence will be installed and maintained along the property boundary abutting the residential zoning district and landscaping will be installed and maintained to screen parking areas so as not to be visible from roads in the residential zoning district; commercial property is responsible for fence.

Motion: - To direct staff to take Ordinance 15-02 entitle Zoning, Commercial Districts to the Planning Commission for review and comment Motion made by Commissioner Sweeney and second by Commissioner Blanchard.

Vote: 5-0 in favor

Set Agenda Items for May 18, 2015 Town Meeting

1. Recommendation on bids for the purchase of a new pick-up truck
2. Budget review and discussion

Ms. Cipperly commented at this time that the Planning Commission will schedule special meetings on May 12th, May 26th and June 8, 2015 for public to comment on comp plan.

III. Public Comments – Vernon French, 104 East Main St. – addressed Board in regards to a variance for a shed on his property. Commissioner O'Donnell suggest Mr. French contact town manger on this matter. Mr. Haller did relay to the Board that he had a meeting setup with Mr. French but he did not show, but he will be happy to meet with him.

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

V. Adjournment

With no further business, the May 4, 2015 Town Meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Vickie L. Felix
Recording Secretary

Date Approved: May 18, 2015